Chapter 2
Microsoft Windows 3.1

The Microsoft Windows 3.1 operating system provides an interface between the Banyan network and the user. With Windows, you can view several applications at a time and transfer information between applications. Windows is also easy to learn and fun to use because its graphical interface is consistent from one application to the next. Once you've learned how to use one application, you've learned the basic skills to use other applications.

Using a Mouse

Although you can use a keyboard to communicate with the computer, a *mouse* is the quickest and most convenient way to work in the Windows environment.
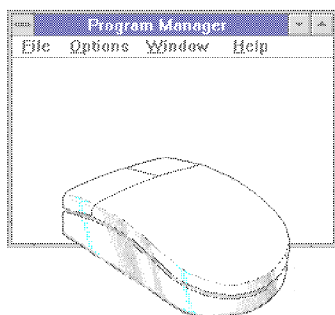
To use a mouse, hold it in your hand and move it across a flat surface. As you move the mouse, a ball on the underside of the mouse rotates, causing an arrow-shaped pointer to move across the computer screen.

The following table provides instructions on how to perform basic mouse movements:

Mouse movement	Action
Click	Quickly press and release the left mouse button.
Double-click	Click the left mouse button twice in rapid succession.

| Drag | Hold down the left mouse button while you move the mouse pointer across the screen. |
| Point | Move the mouse until the mouse pointer on the screen rests on the item that you want. |

Selecting and Choosing Items

In Windows, the terms choose and select have different meanings. *Selecting* an item usually means marking or highlighting it with the selection cursor. *Choosing* an item initiates an action, such as starting an application, opening a window, or executing a command.

Starting Windows

Microsoft Windows automatically starts when you log in to the network and displays a desktop containing the Program Manager window.
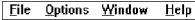
Windows desktop
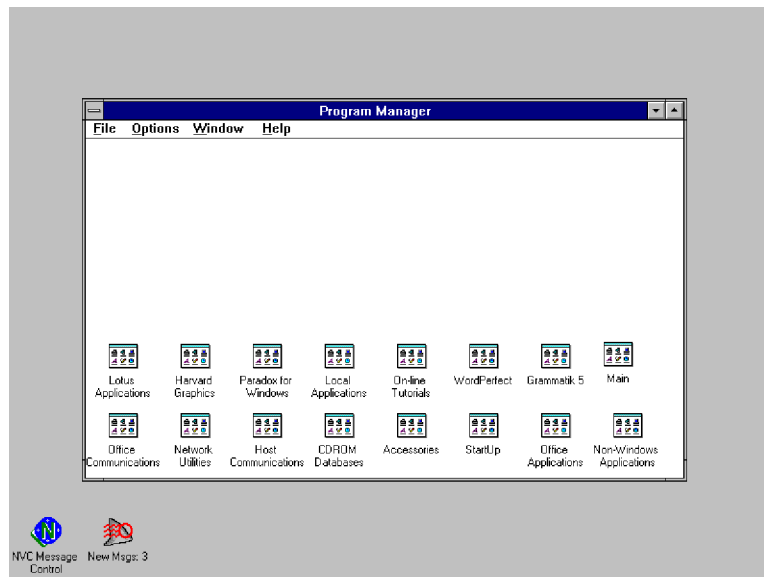
Exploring the Desktop

The Windows *desktop*, or screen background, resembles the top of your desk. *Windows*, or rectangular areas where you do your work, appear on the desktop. Application groups, program-items, and minimized applications are represented by small graphical symbols called *icons*.

Exploring the Window

A window can contain the following components:

Window item	Description
Title bar the	A horizontal bar at the top of a window that displays name of the application or file.
Menu bar	A horizontal bar located just below the title bar that displays the available menu names.
Scroll bar that	A bar containing a scroll box and two scroll arrows appears along the right side or bottom of a window whose contents are not entirely visible. A
scroll bar is view.	used to bring the rest of the information into
Control-menu box	A small box at the upper-left corner of a window. The Control-menu box is used to display the Control menu and close the application window.
Maximize button	A small box containing an up arrow at the right of the title bar. The Maximize button is used to enlarge the active window to its full size.
Minimize button the	A small box containing a down arrow at the right of title bar. The Minimize button is used to reduce the window to an icon.
Restore button	A small box containing both an up and a down arrow at the right of the title bar. The Restore button returns the enlarged window to its previous size.
Window border	The outside edge of a window. The window border is used to lengthen and shorten the window.
Insertion point point	A flashing vertical bar in a window. The insertion indicates where text will be inserted when you type.
Mouse pointer	An arrow-shaped cursor on the screen that follows the movement of the mouse. The shape of the mouse pointer may change during certain tasks.

Starting an Application

To start an application from Program Manager:

Accessories

1. Move the mouse pointer to the group icon that you want to select (for example, the Accessories group icon), and double-click on it.

    Program-item icons appear in the group window.

Accessories group
window

Paintbrush

2. Move the mouse pointer to the program-item icon that you want to select (for example, the Paintbrush program-item icon), and double-click on it.

    The application window will appear.

Paintbrush
application window
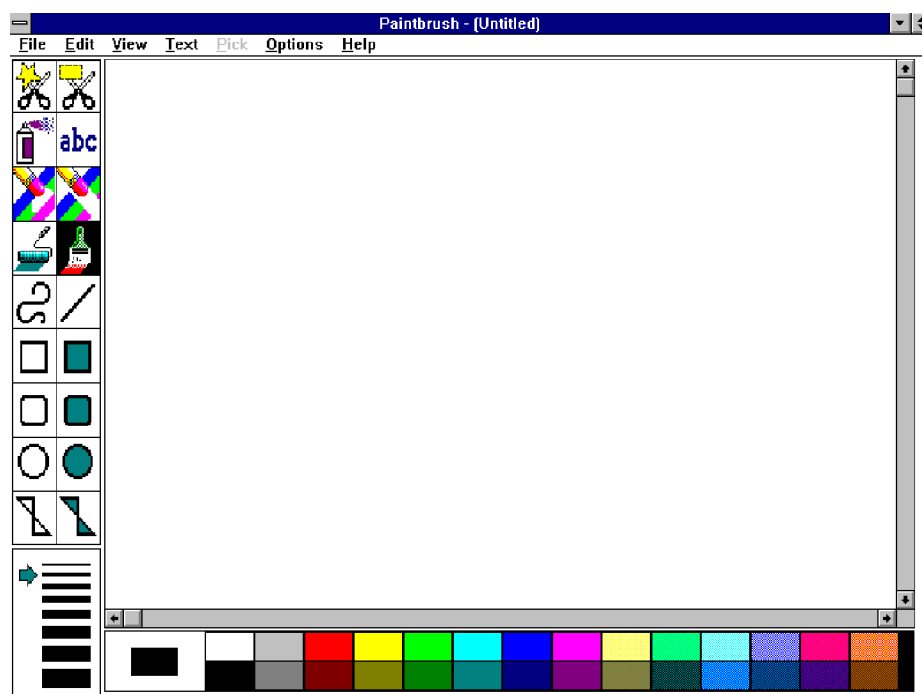
Using a Dialog Box

A *dialog box* is a window that requests or provides information about a task you are performing. Dialog boxes can contain command buttons, text boxes, list boxes, drop-down list boxes, option buttons, and check boxes.

Command Buttons

A *command button* executes an immediate action. The OK, Cancel, and Help buttons are common command buttons. They are usually located along the bottom or on the right side of the dialog box.
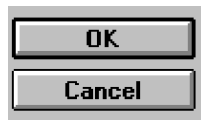
To choose a command button:

1.   Move the mouse pointer to the command button, and click on it once.

Text Boxes

A *text box* is used to enter information.

To enter information in a text box:

1.   If necessary, move the mouse pointer to the text box.

        An insertion point (|) appears inside the box. If the box contains highlighted text, then any text that you type replaces it.

2.   Begin typing in the text box.

List Boxes

A *list box* displays a list of choices. A scroll bar will appear to the right of the box if there are more choices that cannot fit in the box.

```
HP LaserJet 4Si/4SiMX PS 300dpi on LPT2:
HP LaserJet 4Si/4SiMX PS 600dpi on LPT2:
HP LaserJet III on LPT3:
HP LaserJet III PostScript on LPT3:
HP LaserJet IIIP on LPT1:
```

To select an item from a list box:

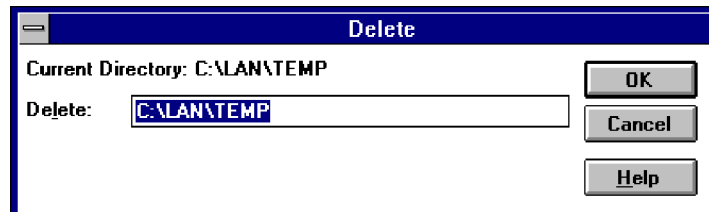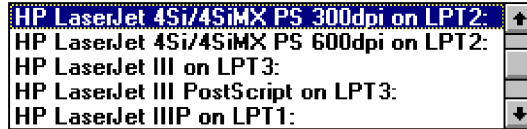1.   If necessary, click on the up or down scroll arrow, or drag the scroll box   to view the item that you want to select.

2.   Double-click on the item to select it and carry out the command. Or click on the item, and then click on a command button.

Drop-Down List boxes

A *drop-down list box* displays a list of available choices when you click on the underlined down arrow. A scroll bar will appear to the right of the box if there are more choices that cannot fit in the box.

```
HP LaserJet IIISi PostScript on LPT2:
HP LaserJet IIISi on LPT2: (Public)
HP LaserJet IIISi on LPT2:
HP LaserJet IIISi PostScript on LPT2:
HP LaserJet on LPT1:
NEC Pinwriter P9XL on LPT1:
Tek Phaser 200i (TekColor) on LPT1:
```
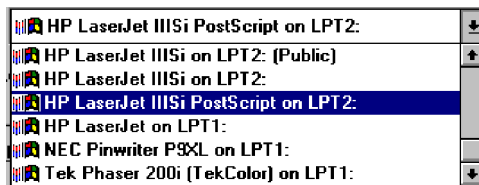
To select an item from the drop-down list box:

1.   Click on the underlined down arrow at the right of the box to display the list of choices.

2.   If necessary, click on the up or down scroll arrow, or drag the scroll box   to view the item that you want to select.

3.   Click on the item to select it.

Option buttons

An *option button* is a round button used to select an option. You can only select one option within a group of related option buttons. The selected option button contains a black circle. Unavailable options are dimmed.

Print Selection
- ● **Full Document**
- ○ C**u**rrent Page
- ○ **M**ultiple Pages
- ○ Se**l**ected Text
- ○ Document Summ**a**ry
- ○ **D**ocument on Disk
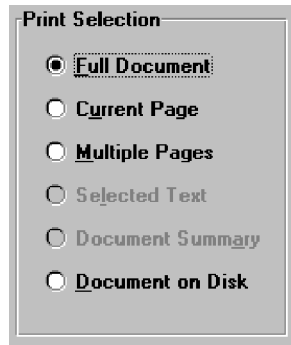
To select an option button:

1.   Move the mouse pointer to the option button, and click on it once.

Check Boxes

A *check box* is similar to an option button, except you can select as many boxes as you want. A selected check box usually contains an X or a black square. Unavailable options are dimmed.

Read
- ☒ Reply
- ☐ Reply All
- ☒ Print
- ☐ Forward
- ☐ Export to File
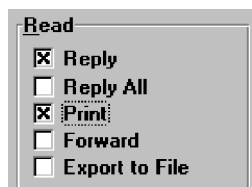
To select or clear a check box:

1.   Move the mouse pointer to the check box, and click on it once.

Using a Menu

A menu contains a list of *commands*, or actions, that can be executed in Windows.

To choose and carry out a command:

1.   Move the mouse pointer to the menu name that you want to select, and click on it once to display the pull-down menu.

The following menu conventions are used in Windows:

Menu convention	Meaning
Dimmed command	The command cannot be applied to the current situation.
Ellipsis (...) after a command	The command opens a dialog box.
Check mark (T) next to a command	The command is in effect.
Key combination next to a command	The key combination is a shortcut for the command.
Triangle (▶) next to a command	Opens a cascading menu with additional commands.

2.   Move the mouse pointer to the command that you want to select, and click on it once to carry out the command.

Exiting an Application

Be sure to save your work before exiting an application.

There are several ways to quit an application:

1.   Double-click on the application's Control-menu box.

-OR-

1.   Click once on the Control-menu box to display the Control pull-down menu.

Control menu

Restore
Move
Size
Minimize
Maximize
Close Alt+F4
Switch To...

2.   Choose the Close command.

-OR-

1.   Choose the Exit command from the File menu.

Working with a Window

The section below provides instructions on how to size and arrange application windows on your screen.

Resizing a Window

To change the size of a window:

1.   Select the window that you want to resize.

2.   Point to the border or corner of the window.

The pointer changes to a two-headed arrow.

3.   Drag the corner or border until the window is the size that you want.

4.   Release the mouse button.

To cancel the resizing, press ESC before you release the mouse button.

note   The minimum size for all windows is about 2" by 1". Some application windows cannot be resized.

Reducing a Window to an Icon

When you have finished working with an application, you may want to reduce the application window to an icon so that it can be available for later use. This is called *minimizing* an application.

To reduce a window to an icon:

1.   Select the window that you want to minimize.

2.   Click on the Minimize button, or choose the Minimize command from the Control menu.

The window becomes an application icon at the bottom of the desktop.

Enlarging a Window

To enlarge a window to its maximum size:

1. Select the window that you want to maximize.

2. Click on the Maximize button, or choose the Maximize command from the Control menu.

    The window covers the entire desktop.

Restoring a Window

To restore a window to its previous size:

1. Select the window that you want to restore.

2. Click on the Restore button, or choose the Restore command from the   Control menu.

Cascading and Tiling Windows

The Cascade and Tiling command buttons in the Task List dialog box are used to arrange all opened application windows on the desktop. The *Cascade* command overlaps the windows on your screen so that only the title bar of each window is shown. The *Tile* command resizes windows and arranges them side by side.

To arrange application windows on your desktop:

1. Double-click anywhere on the desktop, or choose Switch To from the Control menu.

The   Task List dialog box appears.

Task List dialog box

Task List
Program Manager
NVC Message Control
New Msgs: 3
WP Print Process
Paintbrush - (Untitled)
WordPerfect - [o:\wp\cims\imc\ugchap2.wpd]
Paint Shop Pro

Switch To   End Task   Cancel

Cascade   Tile   Arrange Icons
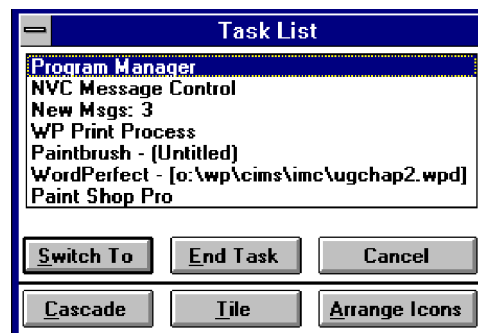
2.   Click on the Cascade or Tile button.

Moving a Window

To move a window to a different location on your desktop:

1.   Position the mouse pointer on the title bar of the window that you wish to move.

2.   Drag the window to the desired location.

3.   Release the mouse button.

      To cancel the move, press ESC before you release the mouse button.

Using the On-line Help

Microsoft Windows 3.1 provide users with a comprehensive on-line Help system that offers step-by-step instructions, examples, and glossaries. A tutorial on how to use Help is also provided.

There are several ways to request Help:

1.   Choose a command from the Help menu.

      The following commands are standard in most Help pull-down menus:

Command	Action
Contents	Provides a list of all Help topics available in the active application.
Search	Allows you to locate information about a specific topic.
How to Use Help	Provides instructions on how to use Help.
About (Application)	Displays information about the active application, such as copyright and version.

      -OR-

1.   Press F1 on the keyboard.

2. From the Help window, click on a topic (called a *jump*) from the Help Contents, click on the Search button, or press F1 to learn how to use Help.

-OR-

1. Click on the Help button in most dialog boxes to receive specific information about the items in the dialog boxes.

Exiting Windows

note   When you exit Windows, you become temporarily disconnected from the Banyan network.

To exit Windows:

1. Exit all running applications.

2. From Program Manager, double-click on the Control-menu box, or choose the Exit command from the File menu.

   A dialog box appears.

3. Click on the OK button to confirm that you want to end your Windows   session.

Additional References

To learn more about Microsoft Windows 3.1, use Windows Tutorial in the On-line Tutorials group, or obtain the following reference material from your ADP Coordinator:

C   The *Microsoft Windows 3.1 Getting Started User's Guide,* published by the Microsoft Corporation, provides detailed information on all Windows features.

C   The MicroVideo Learning System for *Microsoft Windows 3.1* provides reference material for beginning, intermediate, and advanced users. The training material consists of a videotape, data diskette, and video guide/workbook.